



# CAREER OPPORTUNITY

The National Works Agency, an Executive Agency of the Government of Jamaica is seeking suitably qualified individuals for the under-mentioned position.

## SENIOR CLERK OF WORKS (LEVEL 5)

### QUALIFICATION AND EXPERIENCE

- Diploma in Construction Management or equivalent
- Advanced training in Road Construction supervision
- 5 years or more experience within the road construction sector

### SKILL REQUIREMENTS:-

- Construction supervision skills
- Project Management skills
- Contract Management skills
- Working knowledge of government contracts and agreements procedures
- Good oral and written communication skills

### PRINCIPAL DUTIES/RESPONSIBILITIES

- Conduct quality control checks on sources of supply of aggregates; and other road material
- Maintain site diary
- Prepare interim certificates.
- Record quality control data with statistical analysis
- Establish and maintain safety procedures
- Instruct contractors on work requirements
- Liaise with utility companies with respect to adjustments to services.
- Conduct maintenance checks on contractors' equipment
- Recommend design or modification of necessary drainage works and kerb alignments
- Attend seminars, meetings etc. as required
- Prepare progress reports

**Submit application in writing no later than**

**Tuesday, May 21, 2024 to:**

**Salary \$3,501,526.00 per annum**

**Applications should be submitted no later than**

**Tuesday May 21, 2024 to:**

**Human Resource Manager**

**National Works Agency**

**140 Maxfield Avenue,**

**Kingston 10**

**or**

**Application can be sent via email to:**

**Recruitment@nwa.gov.jm**

**The Agency thanks all applicants.**

**Only individuals short-listed will be contacted.**

*"Developing Safe, Reliable & Quality Roads"*